**Microsoft Word: Worksheet 4**

**Table Message**

Follow the instructions below. Try to do it on your own. Do not be afraid to read the directions more than once. Take your time.

1. **Open** Microsoft **Word**.
2. On the Ribbon **Click** on the **Pay Layout Tab**.
3. In the *Page Setup Toolbox*, **Click** on the **Orientation Button**.
4. **Click** on **Landscape**.
5. Now **Click** on the **Insert Tab.**
6. In the *Tables Toolbox*, **Click** on the **Table Button**.
7. In the drop down menu, Click on Insert Table.
8. You are to create table that has *9 columns* and *10 rows*. In the dialog box F**ill in the fields** with the correct numbers and **Click** the **OK** button.
9. **Number** the top row across from 1-9.
10. With the first cell already numbered, **Number** the rest of the first column from 2-10.
11. In the **9th Row**, **Highlight cells 6, 7, & 8**.
12. On the ribbon you should be seeing the added *Design Tools, Design and Layout*. Make sure you are seeing the **Design tools** by **Clicking** on the **Design Tab**.
13. In the *Table Styles Toolbox*, locate “Shading”. **Click** on the **drop down arrow** next to the word. **Choose any color you like**, the darker the better. **Click** on it and your highlighted cells should be shaded. You will use this same shade for all the entire exercise.
14. In the **2nd Column, Highlight cells 2 through 9**.
15. Now in front of the word “Shading” in the *Table Styles Toolbox*, there is a little bucket pouring out a color below it. That color should be the same color as the shading your chose before. **Click** on the **Bucket** to shade what you have highlighted.
16. In the **7th Column, Highlight cells 3 through 8** and **shade** them.
17. **Highlight** the **5th and 6th cell** in the **3rd Column**. **Shade** them.
18. In **the 2nd Row, Highlight cells 6, 7. & 8.** **Shade** them.
19. In the **4th Column, Highlight cells 2 through 9. Shade** them.
20. **Highlight** the **First Row**.
21. **Press** the **Delete key** to erase the numbers.
22. **Hover** your mouse cursor over the *top line of the first column* until you **See** a *little black* *arrow* pointing downward. **Click** **to highlight** the column.
23. **Press** the **Delete key** to erase the numbers.
24. Almost done. **Click** below the table, **Press** Enter twice, and **Type** your name.
25. **Click** on the **Home Tab**. In the *Paragraph Toolbox*, **Click** the **Align Center** button to center your name under the table.
26. **Hold** down the **Ctrl Key** and the **Shift Key** with your left hand at the same time.
27. **Move** the **mouse** to the **Left Margin** by the table. **Click** to ***select all***.
28. **Click** the **Table Tools Design Tab**, in the *Table Styles Toolbox*, **Click** on the **drop down arrow** next to “**Borders**”.
29. **Click** on “**No Border**”.
30. Use the Office Button and Save As to Save it in your named folder:
**Firstinitial Lastname Table Msg**

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| 1. **Show** your work to your teacher. The teacher sign in the box.
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